

YOUR EFFORTS WILL MAKE FISCAL A SUCCESS

DUTY STATEMENT

CLASSIFICATION TITLE Staff Services Analyst	DIVISION NAME Administration Services Division
WORKING TITLE N/A	POSITION NUMBER 333-650-5157-001
EMPLOYEE NAME Vacant	EFFECTIVE DATE August 9, 2021

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the supervision of the Deputy Director of Administration and working as a member of the Administration Services Division (ASD), the Staff Services Analyst (SSA) performs work of average difficulty in a variety of analytical and evaluative staff services assignments. The SSA will provide support in all areas of the ASD such as the Business Services section, Procurements section, Financial Operations section, and other administrative areas.

SUPERVISION RECEIVED

Reports directly to the Deputy Director (CEA B), Administration.

SUPERVISION EXERCISED

The SSA has no direct supervisory responsibilities.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
30 %	Administrative <ul style="list-style-type: none"> Review administrative policies and procedures as related to Business Services, Human Resources, Accounting, Procurements, and the department; conduct analysis and make revisions; prepare policies and procedures for management's review, and ensure all policies and procedures are distributed to staff and as needed Assist with employee onboarding and separation processes Independently perform record keeping of administrative files (i.e. create binders and files) Determine appropriate distribution of documents and other delivered items to Administration or other Department staff; prepare copies as necessary

	<ul style="list-style-type: none"> • Review and ensure supplies are fully stocked; order additional supplies as appropriate • Follow the department's quality assurance and version control requirements to create and edit reports, tables, correspondence, and lists • Coordinate and schedule meetings, prepare agendas, and other meeting material as needed • Assist with the Administrative Division's recruitment efforts (i.e. schedule interviews)
25 %	<p>Business Services</p> <ul style="list-style-type: none"> • Review requests for conferences; coordinate conference requests by making reservations and handling necessary preparations such as conference room configuration; return conference rooms to original configuration upon completion of use • Review and enter purchase requests for non-Information Technology (IT) supplies for the department • Monitor onsite vendors in the reconfiguration of office space and restocking of vending machines • Serve as a backup to track and deploy non-IT assets including acceptance, logging, tagging, and deployment to appropriate areas • Serve as member of Emergency Response Team (ERT) and assist with ERT training • Assist with the planning and execution of fire drills; ensure Financial Information System for California (FI\$Cal)'s readiness for State Fire Marshal inspections by using a checklist to conduct monthly building inspections, document findings, and inform management of potential issues and resolve as appropriate • Review requests from the Business Services section inbox and respond appropriately (e.g., workstation reconfigurations, movement of staff, requests for additional space, complaints, issues) • Assist with the destruction, archiving, or retrieval of State records • Prepare correspondence for management review and approval regarding ongoing/daily maintenance of facility issues • Work with control agencies on non-state owned facility issues
25 %	<p>Accounting</p> <ul style="list-style-type: none"> • Create and maintain a desk reference manual for Accounting, Budgeting, Asset Tracking and Purchasing modules for the FI\$Cal system including processes, procedures, and examples • Maintain a log of FI\$Cal directives from control agencies (e.g., Budget Letters) • Copy and deliver invoices and documents related to position control (e.g., Std. 607, RPA) to internal customers
15 %	<p>Procurement</p> <ul style="list-style-type: none"> • Analyze all purchase requisitions for office equipment, software, and miscellaneous services and prepare/maintain tracking log • Analyze and generate annual contract activity reports • Audit procurement files and ensure appropriate documentation is retained in the file • Distribute procurement documentation to control agencies • Develop and revise processes and procedures, training manuals, curriculum, demonstrations, and materials to assist with training staff on how to procure goods and services

	<ul style="list-style-type: none"> • Maintain and coordinate updates to the Procurements section intranet site
% OF TIME	<u>MARGINAL FUNCTIONS</u>
5%	<ul style="list-style-type: none"> • Perform other related duties as required to fulfill FISCAL's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check is required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCAL's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature

Date

HR Analyst PV

Date Revised: 6/29/2021